



ARIZONA DEPARTMENT OF EDUCATION
Tom Horne, Superintendent of Public Instruction

LOCAL DIRECTORS MEETING EVIT

April 26, 2005

Welcome

**Upcoming Online Technical Assistance
Workshop**

ADE Announcements and Recognitions

ACOVA Update

ACTE Update

State Board of Education Update

2005 CTE Handbook

Milton D. Ericksen

**Nancy Ryan-Schmidt
and Penny Legge**

Milton D. Ericksen

Tony Maldonado

Pam Ferguson

Milton D. Ericksen

Helen Bootsma

BREAK

Basic Grant Breakouts

Karlene Darby



Arizona Department of Education

Tom Horne, Superintendent of Public Instruction

Educational Services
& Resources Division

April 2005
Issue 8

CTE FACTS

CTE FACTS is published monthly during the school year and highlights informative educational statistics related to Career and Technical Education (CTE). The focus this school year is on Arizona CTE Core Values. This month's Core Value is:

Showcasing innovative and exemplary practices in quality Career and Technical Education programs that include the following elements:

- Industry validated curricula
- Integration of academic skills
- Work-based learning opportunities
- Articulation with postsecondary
- Industry partnerships
- Leadership and personal development

An Exemplary and Successful CTE Program

This issue of CTE FACTS focuses on the eighth and final CTE Core Value. In an effort to reveal exemplary practices and showcase different ways to deliver CTE programs to students, this issue will concentrate on Peoria Unified School District's (PUSD) Academy of Finance program. By revealing the make-up of this program, other Arizona school districts can get a glimpse of what components are necessary in the creation of an exemplary and successful CTE program.

Industry validated curricula

The idea of the Academy of Finance was started in 1982 in New York by individuals in the business world who saw the need to teach real world finance concepts to secondary school students. From the original class of students, 95% are still employed in a finance-related field. Each year when surveying recent program graduates, the PUSD has found that the number of students continuing in a finance related field also matches the 95% mark. One element that makes this program so strong is the curriculum, which is designed at a national level by the National Academy Foundation (NAF). The curriculum is divided into 4 units, Economics and the World of Finance, Banking and Credit, Financial Planning, and Securities and Insurance which are cross referenced with the state CTE Financial Services Program competencies. The Academy of Finance curriculum consists of four half-credit Financial Services courses which are supplemented with two additional credits in accounting. This credit requirement is one of three essential components necessary for a student to receive NAF national certification.

Integration of academic skills

CTE teachers are responsible for integrating math and English concepts into the curriculum. Their responsibility also extends into cross walking the state academic standards into the courses that make the Academy of Finance curriculum. In a related matter, the second essential component necessary for

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tbartz@ade.az.gov

a student to obtain NAF certification is that they need to obtain three college credits in a course related to finance before high school graduation. These credits can include academic credits in math and/or English and must be taken at a postsecondary institution.

Work-based learning opportunities

The third and final component necessary for a student to receive national certification is that they have to participate in 180 hours of internship during the summer between their junior and senior year of high school. To qualify for this 6 week internship, students have to interview in front of a panel consisting of at least two business partners and one recent student graduate of the program. While a representative of PUSD monitors the students in meeting a number of performance objectives during this paid internship, students are required to complete assignments related to obtaining and keeping a job.

Articulation with postsecondary

Institutions such as ASU West, DeVry and Glendale Community College serve on the PUSD NAF advisory board. Further articulation exists with other postsecondary institutions where students earn their three college credits.

Industry Partnerships

The PUSD has assembled an NAF district advisory board which meets four times per year and provides assistance and guidance to the Academy of Finance. The board is divided up into five committees (i.e. Internship, Promotions, Recruitment, Fundraising and Scholarship, and Industry Education). Each committee attempts to meet each month and works to continue to enhance the academy concept by addressing various topics. For instance, the Internship Committee seeks out new internship openings in the community. Currently, there are 24 businesses involved in some capacity.

Leadership and Personal Development

During their senior year of high school, students who have successfully met all the NAF certification requirements can enroll in a capstone course where they can apply their skills in a real world setting. Students get involved in such activities as promoting and recruiting future students for the program, conducting subject related conferences and conducting service learning projects, among other things. In addition, students get involved in statewide career and technical student organizations (e.g. FBLA, DECA).

FAST FACTS...

- The academy has been in operation for 7 years.
- Approximately 300 PUSD students are annually enrolled in the Academy of Finance courses offered throughout the district.
- In a normal year, approximately 35 students complete all the national NAF requirements.
- Students can meet the district's economics' graduation requirement by taking and passing all four Academy of Finance high school classes.
- Additional information on the Academy of Finance can be found at www.naf.org

CTE Vision: Ensure a dynamic workforce by fully developing every student's career and academic potential.

CTE Mission: Prepare Arizona students for workplace success and continuous learning

The contents of this publication were partially developed with funds allocated by the U.S. Department of Education under The Carl D. Perkins Vocational and Technical Education Act of 1998 P.L. 105-332. These contents do not necessarily represent the policy of the agency, nor should endorsement by the federal government be assumed.

The Arizona Department of Education of the State of Arizona does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation or age in its programs, activities or in its hiring and employment practices.

The following division has been designated to handle inquiries regarding the non-discrimination policies: Administrative Services, 1535 W. Jefferson, Phoenix, AZ 85007 Phone: (602) 542-3186, Fax: (602) 542-3073.

Tom Bartz
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April 2005 Handbook
4-26-05

The Handbook

What's New?



Section I Comprehensive CTE Programs Comprehensive Sequence Competency Lists

- Level I
- Level II
- Level III

Revised Level II Competencies

Expanded Food Science
Updated Industrial Technology
Updated Information Technology

Revised Level III Program Competency Lists

- | | |
|---------------------------------|--------------------------|
| ■ Accounting & Related Services | ■ Electronic Technology |
| ■ Construction Technologies | ■ Drafting and Design |
| ■ Cosmetology | ■ Financial Services |
| ■ Culinary Arts | ■ Fire Science |
| ■ Design and Merchandising | ■ Graphic Communications |
| ■ Early Childhood Education | ■ Information Technology |
| ■ Education Professions | ■ Nursing Services |
| | ■ Radio and Television |
| | ■ Welding Technology |
| | ■ Woodworking |

Competencies in Development for Two New Programs

Ag Bus Management – Agriscience
01.0100 7 Options

Industrial Manufacturing
15.0600 3 Options

[illegible]

15.1200 Information Technology
52.1900 Design and Merchandising
48.0500 Welding Technology
13.1200 Early Childhood Education



- Identifies coherent sequence
- New improved course descriptions
- New course CIPS
 - Ag Bus Management – Agriscience
 - Industrial Manufacturing
- Certification update for each program

TEACHER CERTIFICATION REQUIREMENTS FOR THE ADULT HEALTH SERVICES PROGRAM		
<p>ADULT HEALTH SERVICES or one of the starting field: Health or Community certification only, no additional certification</p>		
<p>CERTIFICATION The experience or test is the starting point. Must be immediately verified according to the following table:</p>		
<p>Agreement Agreement Agreement</p>	<p>CERTIFICATION</p>	
	<p>Agreement Agreement Agreement</p>	<p>Agreement Agreement Agreement</p>
<p>CERTIFICATION The experience or test is the starting point. Must be immediately verified according to the following table:</p>		
<p>Agreement Agreement Agreement</p>	<p>CERTIFICATION</p>	
	<p>Agreement Agreement Agreement</p>	<p>Agreement Agreement Agreement</p>

Certificate Types		Approved Areas List	
BSCT	Basic Occupational Education	ENR1	Industrial Health Occupations
OC (top)	Occupational Career and Technical Education Health Occupations		
APSC	Advanced Occupational Health Occupations		
OC (Mid)	Occupational Career and Technical Education Health Occupations		
ENR2	Advanced Occupational Health Occupations		
ENR3	Advanced Occupational Health Occupations		
ENR4	Advanced Occupational Health Occupations		

Section V Missions and Contacts

Quick summary reference for additional program information
Telephone numbers and email for program specific contacts



Section VI Data Reporting

Data Reporting Overview



Policy citations:
Organized in chronological order according to calendar year
Overview of data required for CTE Funding

40th and 100th Day Course Enrollment Reporting

- Policy citations
- Step by step for on-line reporting
- Match active programs with course enrollment
- Missing/invalid AIMS birthdates
- Definitions and values

Improper Teacher Certification VOCI 17

- Policy citations
- CTE certificates must be on file at ADE by February 28th
- Teachers of articulated courses must also be appropriately certified
- Courses taught by community college teachers will be reported by teacher certificate number

Course Enrollment Master Print VOCI 21

- Complete summary report of enrollment data
- Defines programs that should be reporting performance measures

Program Enrollment Reporting

- Policy citations
- Process for reporting
- Three methods to submit
- Verification reports VOCI 25 and 26

Concentrator Reporting

- Policy citations
- Step by step directions for on-line reporting
- Filing text file concentrator reports
- Definitions and values for each element
- Entering duplicate concentrator records

Placement Reporting

- Policy citations
- Step by step process for submitting
- Definitions and values to complete on-line and text file reports
- Directions for duplicate placement records

Performance Measures Reports

- Types of reports
- Step by step directions to access all available CTE reports
- Page 298

Funding Processes

- Preliminary and Final Funding Reports Based on Course Enrollment Master Report VOCL 21
- Funds generated by school and district
- Non-Funding Reports - 5 messages
 - More accurate message "No Required PM Reports"
- Application for allocation

Data Reporting Definitions

Expanded definitions to include all CTE verbiage used in Data Reporting Section

Section VII CTDS Numbers

- Quick and easy reference
- EVIT satellites and related districts

Culinary Building

Rose Hurwitz

State

Supervisors

Finance

Accountability

Workforce

Development

Non-Traditional

Folks

Tom Bartz

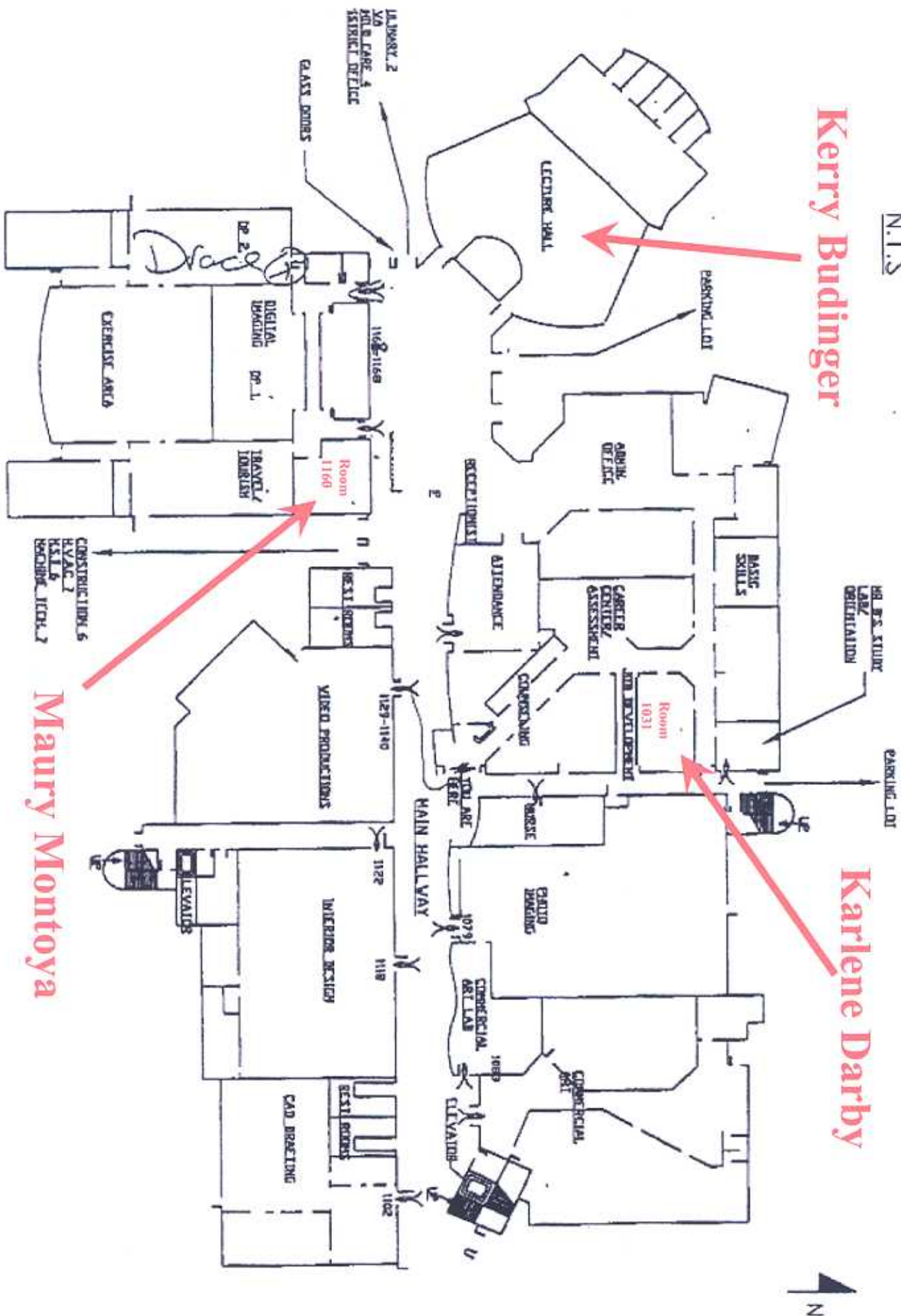
**Jeanne
Roberts**

EVIT BUILDING ONE MAP OF FIRST FLOOR

N.T.S

Kerry Budinger

Karlene Darby



Sponsored by the Arizona Department of Education,
Career and Technical Education (CTE)

Classroom Management (CRM) Training for New Teachers

Presented by Dr. Ann Hart

Sunday, July 17, 2005
8:30am-4:00pm

Preventing Classroom Discipline Problems

Presented by Dr. Ann Hart

Monday, July 18, 2005
1:30pm-3:00pm

- Classroom Management
- Student-Teacher Interactions
- Preventing Your Rules From Falling Apart
- Locating the Sources of Disruptive Behavior
- The Delivery of Your Lesson Plan
- The Environment of Your Classroom

Prevention of Discipline Problems: Effective CRM

Panel Presenters

Dr. Marek Wosinski, Arizona State University

Dr. Howard Seeman,

City University of New York

Dr. Ann Hart, Arizona Dept of Education

Tuesday, July 19, 2005
8:30am-9:30am



"Positive Behavior is Essential to
Academic Achievement"

Professional Development Credits

ACOVA

Arizona Council of Occupational and Vocational Administrators



Camp Mentors and Mentees

(Alias: Camp M and M)

July 17, 2005

Registration starts at 8:30 am; Camp M and M starts at 9:00am

Hacienda Del Sol Guest Ranch Resort
5601 North Hacienda del Sol Road
Tucson, AZ

Highlights:

- Discover how important the local vocational director's role is for districts
- Acquire the information that will help you "hit the ground running" your first day in the job
- Select sessions based upon your working knowledge of the job: new directors, veteran directors and in-betweens
- Build a network with other district vocational directors
- Surprise guest speaker---looking at the bright side of life
- Discuss common district issues
- Learn how ACOVA's information network can benefit your district

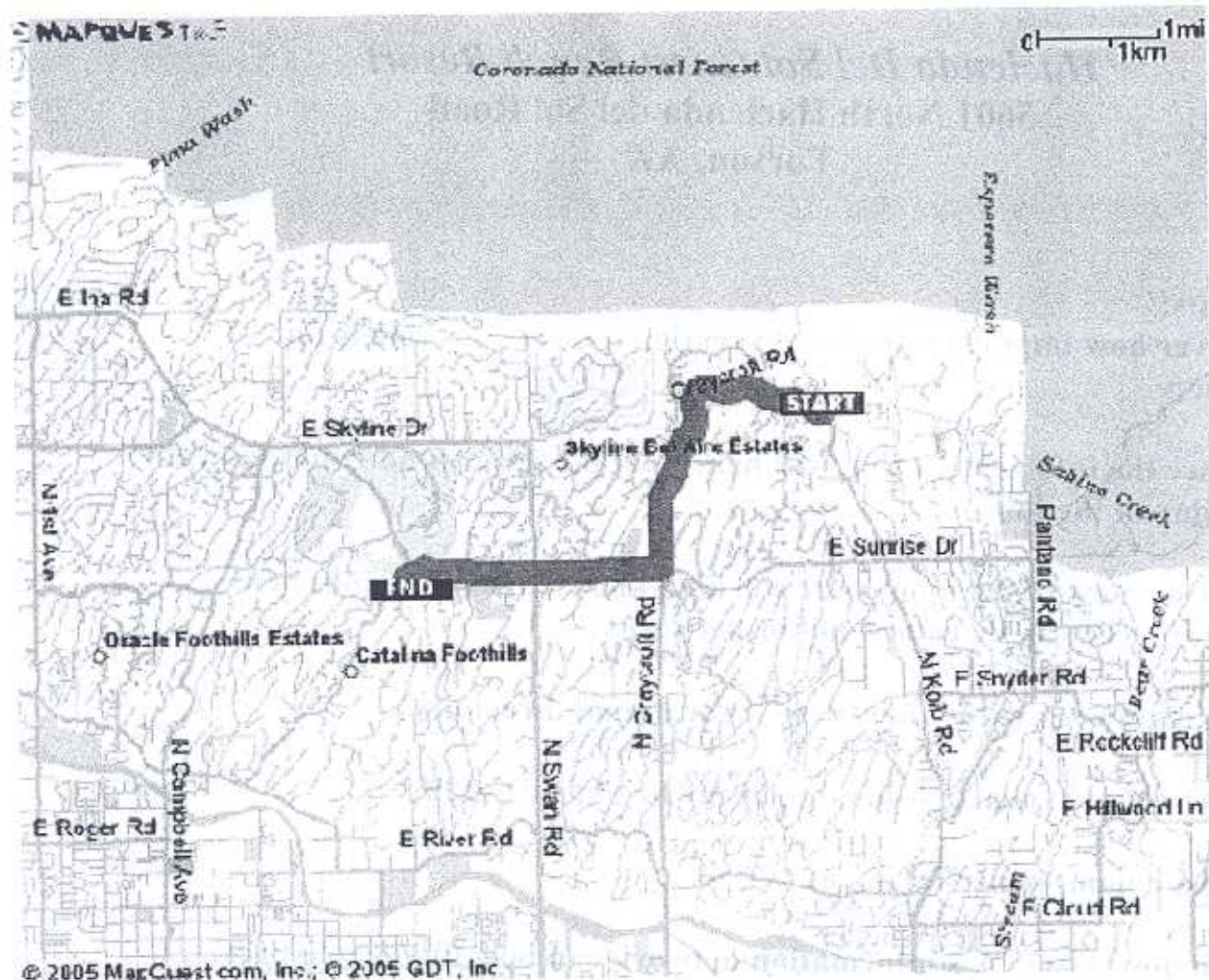
Directions to Hacienda Del Sol Guest Ranch

From Loews Hotel:

1. Turn Right onto North Kolb Road;
2. North Kolb Road becomes North Craycroft Road (2.1 miles).
3. Turn Right onto East Sunrise Drive (1.9 miles).
4. Turn Left onto North Hacienda Del Sol Road (.1 mile).

Estimated drive time: 9 minutes

Estimated distance: 4.61 miles



Registration of \$ 75.00 includes:

- ✓ Meals: Morning Continental Breakfast, Lunch and Afternoon Snack
- ✓ Materials for the Day
- ✓ ACOVA Membership for a Year

Name of Participant _____

School _____

Mailing Address _____

City, State, and Zip Code _____

Phone Number _____ Fax Number _____

E-Mail Address _____

Please list any Special Needs accommodations required in the space above.

Key Dates:

Loews Hotel Reservation Deadline for Special Summer Conference Room Rate : May 31, 2005. Call Toll Free 800-234-5117. Overflow is scheduled to stay at La Paloma Resort and Starr Pass Resort. When making reservations please specify that you are a part of the State CTE Conference.
Single: \$ 96.75 a night tax included.

Workshop Registration Deadline: July 14, 2005

Mail Registration with Payment (P.O. or Check) to:

ACOVA
1003 Desert Jewel Drive
Cottonwood, AZ 85326

Email Registration to Lois Lamer at: lllearning@sedona.net, or FAX Registration to Lois at: 928/649-1775



MARK YOUR CALENDARS

UPCOMING ACOVA EVENTS

Arizona Council of Occupational and Vocational Administrators

**July 17, 2005---Camp M and M at Hacienda del Sol,
Tucson, and**

**July 18-21, 2005---30th Annual CTE Summer Conference,
Loews Ventana Canyons Resort Tucson---Register now!!**

**November 16, 2005—Local Directors Meeting, Prescott
Resort**

**November 17-18, 2005---ACOVA Fall Retreat, Prescott
Resort**

**January 26-27, 2006---Local Directors Meeting, Prescott
Resort and Mid-Winter Leadership Conference, Prescott
Resort**

**All conferences have sessions of interest to
new Local Directors, not so new Local
Directors and other district administrators**

**Contact information: Susan Cooper, Secretary
1-800-522-2283; or 928-523-1398**

or Lois Lamer, Treasurer 928-634-7131



ACOVA

Arizona Council of Occupational and Vocational Administrators

Fall Retreat

November 17-18, 2005

Retreat starts 10:00 am on the 17th and ends with lunch on the 18th
Local Directors meeting is scheduled for November 16th at 1:00 pm

At the

Prescott Resort

1500 Highway 69
Prescott, AZ 86301
928/776-1666 or 800/967-4637

Highlights:

- ♦ More discussions between mentors/mentees
- ♦ Budgeting—which funds are used for what purposes
- ♦ What's next---upcoming duties for Local Directors
- ♦ Bring your Basic Grant and Priority Grant for hands-on, how to activities
- ♦ Local evaluation strategies
- ♦ District control policies for property and equipment
- ♦ Drawing for free trip to National Policy Seminar in Washington, D.C.

Registration of \$140.00 includes:

- ✓ **Meals: Lunch, Snacks and Dinner on Thursday and Breakfast and Lunch on Friday**
- ✓ **Materials for the Retreat**
- ✓ **ACOVA Membership for a Year**

Key Dates:

Hotel Reservation Deadline for Special Room Rate: October 29, 2005. When making reservations please specify that you are a part of the ACOVA meeting.

Single: \$85.00; Suite: \$105.00

Workshop Registration Deadline: November 15, 2005

Mail Registration with Payment (P.O. or Check) to:

**ACOVA
c/o Lois Lamer
1003 Desert Jewel Drive
Cottonwood, AZ 86326
Phone: (928) 634-7131
FAX: (928) 649-1775
Email: llamer@vacte.com**

Name of Participant _____

School _____

Mailing Address _____

City, State, and Zip Code _____

Phone Number _____ **Fax Number** _____

E-Mail Address _____

Please list any Special Needs accommodations required in the space above.



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

M E M O R A N D U M

DATE: April 26, 2005

TO: Local Directors and Contact Persons for Career and Technical Education

FROM: Jet Wilson, Enrollment Specialist
Della Hofer, Enrollment Specialist
Career and Technical Education
Grants and Management Information Services Team

SUBJECT: **NEW OPTION!** FOR TIMELY ENROLLMENT SUBMISSIONS

This memorandum is a reminder to all districts to prepare and submit your district's Course Enrollment and end of year Program Enrollment (unduplicated student count) reports, on time. The data can be submitted by the online system, email attachment, or disk. The reports are due back to ADE – Career and Technical Education, MIS Grants by a determined date by 5:00 p.m. These are required reports. State & Federal payments to districts will be withheld until these reports are received in our office.

You may select one of the following options for submission of Course and Program Enrollment data:

- Online Course and Program Enrollment submission through the Performance Measures website. To access the website, go to: www.ade.state.az.us/cte/API/, scroll down and select: **NEW CTE Placement Survey Reports and Concentrators Reports System**. Login to the site; select **Enrollment** from the menu on the upper left. Select **Course or Program**. Select school by school name or CTDS number; click on **GO**. Select **200X Enrollment** (Select the program by program name or program number for Program Enrollment). Begin entering data by clicking on the blinking '+' Click here to add. When **ALL** data has been entered you **MUST** send an email to: STWDataCollection@ade.az.gov. The email will serve as notification that your Course or Program Enrollment data is complete and ready to be processed for your district.
- Disk (file must be in ASCII format). Please refer to the following website address for the correct text format: <http://www.ade.az.gov/misinternet/filelayout/vocipgm.asp>
- Email attachment to: STWDataCollection@ade.az.gov (file must be in ASCII format). Please refer to the same text format listed above for Disk submission.

Local Administrators/Contact Persons for Career and Technical Education
April 26, 2005
Page Two

The Career and Technical Education Course and Program Enrollment Reports are due in our office by 5:00 p.m. on specific deadline dates. Please notify us by sending an email notification to STWDataCollection@ade.az.gov stating that your data is complete and ready to be processed via the website or you can send an email attachment. If you are submitting by disk or CD, the data must be submitted in the correct text format and will need to be sent to the following address:

Arizona Department of Education
Career and Technical Education – Grants MIS
1535 West Jefferson - Bin No. 36
Phoenix, AZ 85007

Any reports not received by the due date or sent to any location other than the one listed above will not be considered officially received. Information contained in late reports received after this date may not be accepted.

NEW OPTION! For Timely Enrollment Submissions:

Districts with no corrections (no VOCL 11-2 report) or changes, may sign and fax their signature page prior to mailing, to ensure notification meets the deadline date and time. These districts may also send a notification email stating their records have been verified and no corrections or changes are necessary.

Districts with corrections (VOCL 11-2 report) and/or changes, may also sign and fax both of their signature pages (VOCL 11-1 and VOCL 11-2) prior to mailing, to ensure notification meets the deadline date and time.

NOTE: Please fax and mail ONLY the first signature page/s of each report. We do not need the entire report.

If you have any questions, please contact:

Jet Wilson at (602) 542-5486 or via email: jwilson@ade.az.gov or
Della Hofer (602) 542-5711 or via email: dhofer@ade.az.gov
FAX (602) 542-5832

cc: Career and Technical Education

Yee Haw

Here's the Low
Down...



The theme for this all day conference will be "Western". Cowboy attire is requested, but not required. There will be door prizes at the end of the day, and winners must be present to win. Continental Breakfast, lunch and an afternoon snack will be included in your registration fee.

You must register for this Conference on the 2005 Arizona Career and Technical Education Conference Registration form. Cost for this session is \$65 for the full day. Access the Registration Form online at:

<http://www.ade.az.gov/cte/WhatsNew/>

IMPORTANT: In order to work on your Basic Grant application, you must know your district's ADE Common Log On. If your district has not appointed you as an authorized signer on the General Statement of Assurances for FY 2006, please request that they grant you "Capture Status", which will allow you to access the system but not to submit anything electronically. For more information about Capture Status, call Nancy Ryan Schmidt at (602)542-3823.



Come watch Nancy sing "Armadillo by Morning".

Ensure a dynamic workforce by fully developing every student's career and academic potential.



Don't be left roping the cow alone!

Let this all day workshop in a computer and training lab help you sharpen your skills. Let this hands-on workshop be the place to get many of your questions answered.



Contacts:

Penny Leggie

Phone: 602-364-2470

Fax: 602-364-2478

E-mail: plergie@ade.az.gov



Nancy Ryan-Schmidt

Phone: 602-542-3823

Fax: 602-542-5832

E-mail: nryan@ade.az.gov

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Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

2nd Annual Online Technical Assistance for CTE Basic Grant and Data Reporting Workshop

Saturday

July 16, 2005

Loews Ventana Canyon

Registration begins at 8:00 am

Workshop begins 8:30 am til 4:30 pm



Prepare Arizona students for workforce success and continuous learning.



Workshop Logistics

If you have ever felt like you were getting hit from all angles when it comes to reporting to ADE, then you need to attend this workshop. We will spend all day concentrating on the issues you may have. You will have time to ask questions and walk through procedural steps at a slower pace. The workshop is geared toward those who are responsible for CTE Basic Grant applications, enrollment reporting, concentrator and placement reporting, accessing performance results, and Grants Management Enterprise System fiscal issues.

Bring your questions!

The day will provide you with the year-long process of reporting, beginning with the Basic Grant Application and moving on to: Coherent Sequence reporting, Cash Management Reports, Amendments and Completion Reports, the reporting of enrollment and Concentrators, Completers and Placements, the evaluation of reports available to you, and the Data Reviews when it is all completed.



Just hang loose, help is just a phone call away...

Topics Covered:

- CTE Basic Grant and Coherent Sequence
- CTE Fiscal Development and Reporting
- Electronic CTE Enrollment Reporting
- Concentrator and Placement Reporting
- Creating Performance Measures Reports
- Data Reviews

Target Audience:

- Superintendents
- Business Managers
- Local CTE Directors
- Data Entry Clerks
- Individuals responsible for CTE online reporting

This workshop will be beneficial to anyone having anything to do with CTE budgets, whether you spend the money or tell people they can or can't spend it.

This workshop will be beneficial to those who report CTE information, whether it is fiscal, project or student data.

This workshop will be beneficial to anyone wanting an overall picture of the CTE fiscal year, and what happens in order to keep your district funded with CTE money.

This will be the 2nd annual Online Technical Assistance Workshop. Newcomers and Old-timers welcome!!!

Presenters:

- Della Hofer
- Rose Hurwitz
- Marilee Johnson
- Donna Kerwin
- Penny Legge
- Jeanne Roberts
- Nancy Ryan-Schmidt
- Jet Wilson



So, let's have a bowl of beans and discuss this thing called a Concentrator.





Arizona Career and Technical Education: A Renaissance of Relevance and Change

July 16 - 21, 2005

**Loews Ventana Canyon Resort
Tucson, Arizona**

2005 ACTE Conference

Share the Excitement !

Saturday

FBLA Adviser Workshop

Sunday

Annual Golf Tournament
and
New Business Teacher Workshop

Monday

Business Education/ABEA Luncheon

Tuesday

Mardi Gras Casino Night Out

Thursday

Tour of Raytheon Missile Systems

Enjoy a Variety of Sessions



Business Educators' Round Table
From the Trenches - Meeting Competencies through a
Student Conference
Frontpage XP Webdesign for Beginners and Advanced
IC-3 Certification Testing
Conquer Classroom Clutter
Wonka Nomics
The Fish Philosophy in the Classroom
New Financial Services Curriculum Academics
and Implementation
Body Brain Compatible Learning - The Key to Relevance

Managing Multi-tasking in a Multi-dimensional Classroom
High Performing Business Programs Share Their Success
Financial Fitness for Life
End of Program Assessments in Business
Soft Skills Business Employers Want
On-line Collaborative Learning
ACOECA Sharing Session
Webbing for Career Success
Creative Problem Solving "Six Thinking Hats"
Newsletter Quick & Easy for Beginners
Literacy Strategies: One Small Step
Trade Show

BUSINESS EDUCATION



Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

2005 Career and Technical Education Conference BUSINESS ED CONFERENCE SESSIONS MATRIX

Program Area: Business		Contact Person: Janet Gandy / Nori Cannell			
SATURDAY JULY 16 PRE- CONFERENCE	SUNDAY JULY 17 PRE- CONFERENCE	MONDAY JULY 18 Conference	TUESDAY JULY 19 Conference	WEDNESDAY JULY 20 Conference	THURSDAY JULY 21 Conference
9:00 AM - 4:00 PM ABEA Board Meeting and Lunch	8:30 AM - 3:30 PM New Business Teacher Workshop, Includes Breakfast and Lunch	8:26 AM OPENING GENERAL SESSION KIVA Ballroom 1 hr 30 min	8:00 AM 90 min A) Managing Multi-tasking in a Multi-dimensional Classroom B) High Performing Business Programs Share Their Success C) Financial Fitness for Life (8-12) D) IC-3 Certification Testing (lab 8:00-noon)	8:00 AM ACTE/AZ AWARDS BREAKFAST 1 hr 30 min	8:00 AM - 2:00 PM Tour of Raytheon Missile Systems
10:00 AM - 3:00 PM FBLA Adviser Workshop		10:30 AM 60 min Business Educators' Round Table	10:00 AM 90 min A) End of Program Assessments in Business B) "Soft Skills" of Business Success—Be It High-Tech, Low- Tech or No-Tech C) On-line Professional Development Project		
		11:45 AM 90 min Business Education / ABEA Lunch	11:45 AM 90 min AZCEA & ACOECA Ed Lunch		
		1:30 PM 90 min A) Conquer Classroom Clutter B) From the Trenches—Meeting Competencies through a Student Conference C) Frontpage XP for beginners (lab) 1:30-4:30 D) IC-3 Certification Testing (lab 1:30-5:00) E) Willie Wonka	1:30 PM 90 min A) ACOECA Sharing Session B) New Financial Services Curriculum: Academics and Implementation C) Body Brain Compatible Learning—The Key to Relevance D) Frontpage XP for advanced (lab) 1:30-4:30 E) Webbing for Career Success (lab)		
4:00 PM ACTE/Az Board Meeting	4:00 PM - 6:00 PM Business Ed Conference Committee Meeting	3:30 PM 90 min A) Literacy Strategies: One Small Step B) The FISH Philosophy in the Classroom	3:30 PM 90 min A) Creative Problem Solving "Six Thinking Hats" B) Newsletter Quick & Easy for beginners (lab)		
	6:00 PM - 7:00 PM Presidents' Reception	5:30 PM - 6:30 PM Thomson Learning Hospitality Reception	6:30 PM - 9:30 PM Mardi Gras Casino Night Out		

2005 ACTE Summer Conference

NEW BUSINESS TEACHER WORKSHOP

Sunday, July 17, 2005

Loews Ventana Canyon Resort, Tucson

8:00 Conference Registration and Workshop Breakfast

9:00 Welcome and Workshop Procedures and Expectations

"Bell Work"

Lesson Mastery

Noon Lunch with Classmates

"Bell Work"

Positive Expectations

"Bell Work"

Classroom Management

"Bell Work"

Professional Teacher

Summary and Next Steps

4:00 Class Is Dismissed

Registration fee \$100 includes breakfast, lunch and materials.

I NEED A BUSINESS / COMPUTER TEACHER

District / School: _____

Address: _____

Principal: _____

Phone: _____ Fax: _____

E-mail: _____

LEAVING:

The following Business/Computer teacher(s) will not be on staff during the next school year. Please indicate if the opening is created due to retirement, reassignment, or resignation. This information will be used to update our records.

	Retire	Reassign	Resign
Teacher name: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher assignment: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher name: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher assignment: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NEED:

Due to program expansion or teacher replacement, I need a teacher for the following subject (s) during the upcoming school year:

Courses to be taught:

Comments:

Please return to: Dr. Janet M. Grady
State Supervisor, Business Education
1535 W. Jefferson Street, #42
Phoenix, AZ 85007
Fax: 602-542-1849